Screen Shot Guide – Updating Position Duties in Evaluation

EVALUATION CYCLE



If a position description changes during the year, the duties can be updated in the evaluation by **Revising the Plan**. If the Plan was not created, it must be completed on the old duties first. Then follow the instructions below to Revise to a New Plan and New Job Duties. Generally, if the duties are changed prior to October 1, the employee may be rated on the new duties. If the duties change after October 1, the employee should be rated on the old duties. Contact Human Resources for guidance.

A) LOG-IN ACTIONS AT A GLANCE Enter http://jobs.cofc.edu/hr/sso in a browser Log In.....A address bar Access Employee Portal......B Or log into mycharleston (my.cofc.edu) Access The Evaluation.....C Select Employee Tab 0 Go to the Plan.....D Look for PeopleAdmin under 0 Revise the Plan.....E **Quick Links** Update the Plan.....F Complete the Revision.....G Log-in with the same name and password that you use to log into your computer Log Out.....H Next (Emp. Acknowledges Plan).....I

B) ACCESS EMPLOYEE PORTAL

1. Go to College of Charleston	COLLEGE of CHARLESTON Home I My Profile 1940	Linda McClenaghan, yay hav û mersagar. Employee û C. logor.
Employee Portal	Welcome to your Online Recruitment System Inbox (8 fiems need your attention) Displaying items for group "Employee".	Sportula
		Ny Links Useful Links

► C) ACCESS THE EVALUATION

Select	COLLEGE of CHARLESTON	Home (ST) Performance -		Helo, Edwa	rd B. My Account	Log Out
Evaluation (this	Perio, mance	Welcome to the Employee		O	dig for this page	
state up until	My Employees' Reviews	Your Action Items				
the supervisor		Itam -	Description -	Due Date -	Status -	Action
evaluation		Program for Dee Cole	Supervisor Creates Plan	nia	Available	Ver
		Program for Linda McClenaghan	Supervisor Creates Plan	n/a	Astallahle	Vew

D) GO TO THE PLAN

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	COLLECE				Go to College of Charleston HR Ste Peop	leAdmin
	CHARLESTON	Home (3) Performance	e el		lielo, Edward B. My Account	Log Out
					0	eip for this page
1. Access the Plan	Linda McClenaghan Traning Director	ANNUAL RE	VIEW PROGRAM			
	Supervision Edward B. Pope	Evaluation Type: Program Timeframe: Co-reviewer:	Focal 09/05/13 to - Add Contextenter	Review Status: Last Updated: Next Step:	December 05, 2013 15:50 Supervisor Creates Plan	
	Department College of Charleston	Plan for Linda McCl	lenaghan			Actions *
	Overview Plan	As a supervisor, it is now tim will be successful in their role	e to create the Performance Plan for your employ t	ees. This plan allows the supervisor and the em	ployee to set and understand clear expectations of how the emp	ployee
	Supervisor Evaluation	Once you have created the P	enformance Plan, the Employee will be given the i	plan to acknowledge that they have received the	plan	
	5elf Evaluation					
	Progress Notes	Overview Values and Cha	aracteristics Job Duties Individual Goals			
	History	- Purpose				
	S My Reviews	Performance Planning occu	rs at the beginning of a review period. It will	aso ideally occur any time performance e	spectations change. Performance Plenning takes pace t	through a
	🗃 My Employees' Reviews	conversation between an em	ipKiyee and supervisor.	n onen ana ana akaonina katakari katakari katakari katakari katakari katakari katakari katakari katakari katak	n an an ann an Anna ann an Anna ann an Anna an	

EREVISE THE PLAN

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1.	Select Revise	Supervisor Edward B. Pope	Evaluation Type: Program Timetrame: Co-reviewer:	Focal 03/04/14 to 03/15/15 Add Co-reviewer @	Review Status: Last Updated: Last Completed Step:	January DS, 2015 09 55 Employee Self-Evaluation		
		Office Of Human Resources	Plan for Linda Mc	Clenagnan			Actions =	
		Overview	Purpose				Print Revise	
		Plan					Copy	
		Supervisor Evaluation	Performance Planning occurs at the beginning of the evaluation year, at the beginning of a new job, or wnen a job changes significantly enough to warrant a reclassification, locally, it will be revised any time performance expectations change. Performance Planning may start during the discussion of the previous year's evaluation, but goals are occurrented on The Plan for the upcoming year.					
		Self Evaluation						
		Progress Notes						
	Approvat A Action/indigeneets History My Reviews My Reviews My Employees' Reviews	Approvals & Acknowledgements	Instructions					
		History						
		S My Reviews	T. Revew and titicise Values and Characteridics. The supervisors' expectations should be skeanly defined. Docuss that regretizations to Jio Dobe Sono Vorticity and the supervisors' and the supervisors' expectations and the supervisors' and the supe					
		B My Employees' Reviews						
			E carefully review 8. develop action 5. For New Employe 6. For Reclassified E 4. Save Draft Offen	to trans, pour la carte international de la construction de la constructina de la construction de la construction de la constru	kyper's skills, or enhance departmentinstitution's strain in will significantly enhance and accelerate the new en ne goals that reflect the change in position duties	rgic initiatives. paryee's learning and performance		
			Values and Cha	aracteristics Section				

► F) UPDATE THE JOB DUTIES

1.	Select the the Job Duties Tab	Linda Taway Decite Supervisor Edward B Pope Devariant Office Of Human Resources	2014 Annual Program Evaluation Type Pogram Timetrame: Original October 1 Conversement Revise Objective Plan	Review Status: Last Updated: Last Completed Step:	Janan 06, 2015 09:55 Employee Self Evaluation
2.	Select the Position Title and "Apply"	Dramies Plan Supervisor Evaluation Self Evaluation Progress Notes Approvals &	Deenvee Values and Characteristics 300 Duties Indextual Scale	Press Job Dutes from Training Director • Acoly	
	duties are now updated)	Acknowledgements History In My Reviews In My Employees' Reviews	Responsible for emanging the planning, creation and delivery diretaking programs on a valier range processor as importants, creating with experimental leadership and the processor or concerns and processor or concerns and ranking as requested. Trans the trainers customers training and retrient agreeds, leads retriends and training as requested. Trans the trainers of the processor of the procesor of the procesor of the processor of the processor of the proc	ted to supervisory and managenit, customer service and tervinical same vocatingo and training. Works with departments to develop less when necessary ref programs, and recommends enhancements such as implementation of	
			Job Duty 3. Develops, eshances and maintains web site for Human Resources department in conjunction with a	dministrative and/or academic	computing departments. Ensures information is updated as necessary and

► G) COMPLETE THE REVISION



► H) LOG OUT



►I) NEXT STEP Co to College of Charleston HR Site PeopleAd COLLEGE of CHARLESTON a) Employees should receive Home (19) Performance -My / Linda McClenaghan an email Annual Program 12.5.13 asking them to Ackknowledge The Plan Supervisor Edward B. Pope Evaluation Type: Program Timeframe: Focal 05/06/13 to Review Status: Last Updated: Last Completed Step 11, 2013 15:45 Plan for Linda McClen Purpose Performance Plan employee and sup My En ees' Reviews Instructions